



NOTICE OF JOB OPENING CITY ATTORNEY

Posting Date: January 14, 2016
Department: Legal
Reports to: City Manager
Salary Range: Grade 29 (Salary Range \$44.21 – \$67.72 per hour)
(Expected Starting Salary Range \$44.21 - \$56.37 per hour)
Position Type: Full-Time Exempt
How to Apply: Applications available at bountifulutah.gov
BOUNTIFUL CITY APPLICATION REQUIRED
Send to: Human Resources, 790 South 100 East, Bountiful, Utah 84010
Email: jobs@bountifulutah.gov
Application Deadline: 5:00 P.M., February 11, 2016

Definition:

The City Attorney is an FLSA Exempt, at-will employee, selected and appointed by the Bountiful City Manager.

Tasks:

The City Attorney is the principal legal representative and advisor for the City of Bountiful. Under the direction of the City Manager, the City Attorney manages the City legal department, oversees civil litigation and criminal prosecution, and advises and provides legal support to the City Council, Mayor, City Manager and City Department Heads concerning all legal matters.

Knowledge, Skills and Other Characteristics:

The City Attorney must be able to do the following:

- Have a thorough knowledge and understanding of the law in Utah, especially municipal law and an ability to read, research, understand and remember the law. Must be able to keep information confidential.
- Communicate clearly in writing and in spoken word in English with City officials, staff, judges, other attorneys, and the public.
- Prepare and deliver a logical and coherent oral presentation of the law to the City Council, City officials, staff, judges, other attorneys, and the public and be able to responsibly exercise discretion and independent judgment and to take initiative in the work to be done.
- Appear in person before courts of law to conduct trials in both civil and criminal cases, including unassisted development of the case, discovery, presentation of oral argument, interrogation of witnesses, and preparation of exhibits and briefs. Devote heavy amounts of time to research, trial preparation and the conducting of trials as circumstances may require.
- Administer the risk management program of the City and be an advisor for the workers compensation program.
- Regularly attend City Council meetings, Planning Commission meetings, staff meetings, court and other meetings incident to the position.
- Be regularly available to the Mayor, Council members, the City Manager, department heads and staff for consultation on legal matters affecting their responsibilities.
- Research and write ordinances, policies, position papers, memoranda, court pleadings, and other documents incident to the position.
- Keep current on developing law by attending continuing legal education functions, relevant seminars, and conducting independent research.
- Select and supervise the Assistant City Attorney and assist him/her in his duties as City Prosecutor.
- Prepare and administer the legal department budget and other budgets.
- Perform such other assignments as may be given by the City Manager and/or the City Council including working long hours when necessary, involving extensive sitting, computer work and writing.

Education and Experience:

MINIMUM QUALIFICATIONS typically include graduation from an accredited law school with a juris doctorate degree and seven to ten (7-10) years of experience practicing municipal law or an equivalent combination of education and experience; must be a member of the State Bar Association.